

TOWN OF WENHAM

Board of Selectmen
Meeting of November 17, 2015
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Board of Selectmen (BOS) was held on TUESDAY, November 17, 2015 at 7 PM in the Selectmen Chambers.

WELCOME: CALL TO ORDER

With a quorum present, Ms. Harrison called the Board of Selectmen (BOS) meeting to order at 7 PM. Selectmen present Catherine Harrison, Chair; Jack Wilhelm, Vice Chair; John Clemenzi, Clerk
Also Present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

Public Information

Recorded with permission by HWCAM

Agenda

Wage Classification Study

Email – Town of Hamilton re ECO

PUBLIC INPUT: ON ITEMS NOT ON THE AGENDA

ANNOUNCEMENTS

- Appointment Openings - Town Board and Committee openings are listed on the Town's web site
- The fall leaf pickup continues in town; the up-to-date street listing is on the Town's web site.
- Public Hearing on November 19, 2015 at the Wenham Town Hall to consider the adoption of the Demotion Delay Bylaw for the 2016 Annual Town Meeting.
- The next BOS meeting is December 1, 2015.

REPORTS

Town Administrator

- Personnel – The Payroll Clerk position was posted with a submission deadline of November 30, 2015.
- Chief Assessor, Steve Gasperoni is retiring February 2016; the job description has been finalized and the position will be posted next week. The goal is to hire someone to allow for overlap training.
- The Finance Director continues to meet with Department Heads to refine budgets for the FY 17 budget presentation to the Board of Selectmen on December 5, 2015.
- Contract negotiations with the three Unions, Police, Fire, AFSME, have begun. Additional meetings are scheduled in time to include financial impacts in the FY 17 Budget for consideration at Town Meeting.
- A RFI (Request For Information) was issued for outside legal counsel as part of the Town Counsel's retirement transition plan. Mr. Lombardi anticipated a recommendation for the BOS in December.
- The BOS recently talked about moving the Annual Town Meeting from April back to May citing no difference in attendance; Mr. Lombardi reported that Hamilton has indicated they would stay with an April Town Meeting. The BOS agreed to not change the Annual Town Meeting in 2016 but that this be considered in subsequent years.
- Community Compact Grant –Lieutenant Governor Polito is touring the North Shore on December 15, 2015 for the formal signing of the grant and is scheduled to be in Wenham at 2:15 PM
- Boulder lane – A number of appraisers have been contacted to work with the Town and the Brady Family to place a valuation for each parcel relative to the development of the Boulder Lane property.

Approved 12.1.15

The Feasibility Study done by Mass Development indicated a number of uses for the property. Direction from the Town is requested to clarify the potential use of the property; clarification / direction from the town of a potential proposed use is needed appraisers that expressed interest in working on this project – next step is to appraise the town parcel and the private owned parcel for an evaluation of each property if developed.

Mr. Wilhelm review that Mass Development recommended multi family housing as the best use for the site.

The appraisal should include how much each parcel (in Wenham) is worth, consistent with the development proposal from Mass Development. The property in Beverly is not a part of this project.

Mr. Wilhelm recommended the Town follow the guidelines in the Mass Development report and determine the value of the land. He noted that Mass Development Plan was posted on the Town's Web Site and there has not been any interest from developers suggesting once the land is

- Town Hall Phones- Update

The Regional Government Affair Liaison for Verizon is looking into replacing town hall copper phone lines to fiber optic.

Chairman – There were none

Selectman - There were none

NEW BUSINESS

Wage Classification Hearing - Presentation

Ms. Harrison introduced Mary Alcardi, an Associate of the Collins Center for Public Management UMass Boston, who was preset to review the Wage Classification Study prepared for the Town, and answer questions.

Ms. Alcardi gave an overview of the study saying it was more of a job description study to compare responsibilities, essential functions, and key elements with other similar towns, otherwise there is no way to compare salaries.

Each employee was given a questionnaire to evaluate the position they hold. Each position is evaluated using a rating scale, categorized in groups, and aligned with salary/wage data.

Ms. Alcardi highlighted the results for Wenham pay ranges including average salaries ad median salaries.

The following recommendations were made as a result of the study:

- Start with the median salary minimum
- Adopt a new pay system tied to merit and range market indicators
- Replace COLA with a step system
- Formalize a pay range

In summary, Collins Report indicated that most positions in Wenham were average or above the median minimum, and recommended those (few) not in line with the range be addressed first.

The previous Town Administrator recommended the eight communities used in the study, but Collins Center was comfortable these towns as equal communities to Wenham and equalized in value.

Ms. Harrison explained that this was the first presentation of the study and the first action required by the Board was to accept the study.

Vote: Ms. Harrison moved, and it was seconded, to accept the Compensation and Classification Study Report as presented by the Collins Center. The motion carried unanimously.

NEW BUSINESS

Hamilton Regional Dispatch Proposal

The BOS acknowledged an email from Michael Lombardo, Hamilton Town Manager.

Mr. Wilhelm read the email proposing Wenham reconsider how emergency dispatch services/ call center operations are provided in Wenham and to begin formal discussions about reuniting a shared dispatch.

Mr. Lombardo included with his email, a copy of a pro forma budget of estimated cost operations for a joint Hamilton Wenham Regional Dispatch center.

BOS 11.17.15

2/5

Mr. Wilhelm opined that he was not in favor of this proposal citing other joint agreements with Hamilton that has been pragmatic. Regarding the reference in the email, of alleged "ongoing challenges with the Essex County Regional Emergency Center" Mr. Wilhelm requested the Police and Fire Chiefs give an evaluation of the Regional Center, if they are satisfied with the current service, and if they would advise the Emergency Center Operation should be reconstructed. He went on to question the Finance Committee's opinion of the proforma of the savings budget and if there is a real opportunity for savings.

Ms. Harrison agreed it is a good time to evaluate the Regional Emergency Communication Center (RECC)

Mr. Clemenzi noted he has been involved since the concept of the RECC and is in full support of the Regional Center, adding he believes it is the way of the future and provides increased cost savings. He reviewed that the Essex Regional Center is only being utilized at a fraction of its potential.

Mr. Clemenzi recommended that Wenham follow up on the other two regional centers in Massachusetts and where they are in the process, and if they have had similar stumbles.

If there are service issues, Mr. Clemenzi asked that they be identified, a resolution proposed with a timeline.

Mr. Lombardi noted he sits on the finance advisory board of the RECC saying it is subsidized significantly at 60% with state funding and grants through the Sheriff's department, but added that long term, there may be some financial liability the town may have to take on if the commitment from the state changes over time.

Ms. Harrison observed, as politics change, the Town needs to keep up-to-date on RECC and changes, which may impact the town and the budget.

The Board was informed the Town has been with RECC for five-years. According to the contract, the town must give a two-year notice of breach of contract.

VOTE: Ms. Harrison moved, and it was seconded, to authorize Peter Lombardi as the Wenham Town Administrator to coordinate a review of the present operations of the RECC to the BOS and to include a report from the other regional state dispatch centers, an update from the current director of RECC, a comprehensive review /presentations from Wenham Public Safety Chiefs, a report on the financial operations, and a report from the State of the long term commitment. The motion carried unanimously.

Senior Tax Work Off Program

The Town of Wenham adopted Chapter 59 sec 5 K – local option statute for the Senior Tax Work Off Program in 2002. The Senior Work-off Program offers residents 60 years and older, that qualify, the opportunity to work for the Town in some capacity, paid at \$9 per hour / 84 hours with a maximum annual abatement of \$750, funded from the overlay account.

Mr. Lombardi informed the BOS that the State given municipalities the option to increase the maximum amount to \$1,000 by vote of town meeting.

This information and application will be posted on the Town's web site

Vote: Mr. Clemenzi moved, and it was seconded, to approve and accept the Senior Citizen property Tax Work off program policy as written. The motion carried unanimously.

Executive Assistant to the Town Administer - Update

Mr. Lombardi reported that Debi Morong, the Executive Assistant to the Town Administrator, recently accepted a comparable position in the Town of Manchester-by-the-Sea.

He further explained that while there was a discussion to possibly match the compensation package here in Wenham for Ms. Morong, Mr. Lombardi stated he could not support a recommendation to the BOS to increase the pay for that position citing the fiscal challenges in FY 17.

Ms. Morong was recognized as an outstanding employee who will be missed.

The Executive Assistant to the Town Administrator position will be posted this week. This is a full time position at 36.5 hours a week. Applications are due December 14, 2015. In the interim, Catherine Tinsley will be filling in that position.

Approved 12.1.15

The Selectmen echoed the Town Administrator's comments that Ms. Morong was an outstanding employee and congratulated her on her new position and thanked her for her work in Wenham.

Other matters as may not have been reasonably anticipated by the Chair

There were none to come before the Board

OLD BUSINESS

Buker & Center School Lease Agreement - Update

Mr. Lombardi gave a brief overview of the Bessie Buker & Center School Lease Agreements saying the lease was updated based on the BOS comments a couple months ago.

Because the lease expired, a 6-month short-term lease agreement was drafted through December 31, 2105.

One substantive change to the Agreement was the removal of the possible bifurcation of the Center School independent of the Bessie Buker School; this was removed from the agreement.

The Town continues to maintain the right to use the school for town meeting and municipal meetings.

The School approved to eliminate the reference to the current Regional Agreement and the current School Building Use Policy as attachments. Instead, these documents are only referenced but not physically attached.

Ms. Harrison opined, because those documents are not attached, they should be clearly referenced.

Vote: Ms. Harrison moved, and it was seconded, the BOS approve the Buker – Cutler School Lease Agreement as presented at the BOS November 17, 2015 meeting. The Agreement was so dated.

The motion carried unanimously.

Lakeview - Update

The BOS previously authorized the Town Administrator to hire an appraiser for the Lakeview property, not to exceed \$15,000.

Mr. Lombardi recommended an appraiser for the Lakeview property at a cost of \$7,500.

A funding request is before the Finance Committee for consideration at their meeting on November 17, 2015.

MINUTES

The minutes were held for review; no action was taken.

EXECUTIVE SESSION – Lakeview Golf Course Property

Vote: Ms. Harrison moved, and it was seconded, the BOS enter into executive session under M.G.L. Ch. 30A, § 6. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, and the Chair so declared, and to include Thomas Harrington, Special Counsel; Emilie Cademartori, Land Use Coordinator, and to return to open session for the purpose of adjournment. The motion carried unanimously by roll call vote.

The BOS returned to open session at 9:59 pm

ADJOURNMENT

The BOS unanimously adjourned at 10 pm

Respectfully submitted by

Catherine Tinsley
11.30.15

Approved 12.1.15